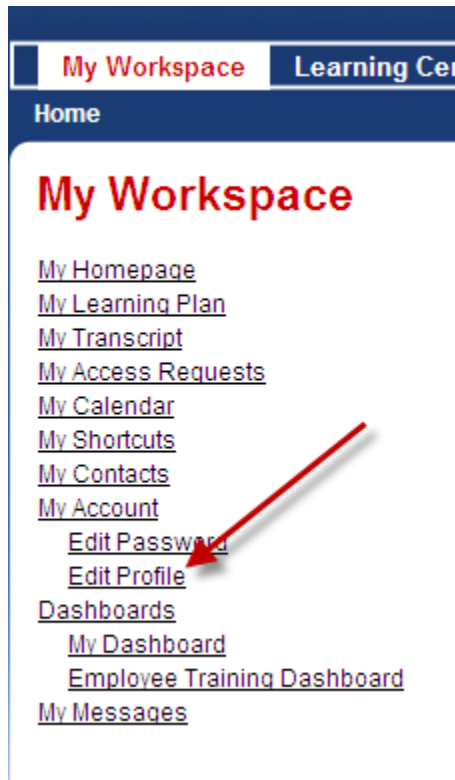


Knowledge Center Operational Group (KCOG) Tips

Updating Profiles

Background: It is essential for profiles to reflect accurate data for extraction and reporting to work correctly.

Step 1: Click on My Workspace, and then Edit Profile



Step 2: This will give you the capability of editing all the tabs about yourself.

Edit Contact Information

Edit Profile is where you enter information about you and your preferences when using the site. Click the workflow steps

